DocDB Signoff Enhancements

BTeV Technical Board Meeting

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Why?

A requirement for DOE CD2 approval is that certain documents for the experiment be "managed." These documents and any changes must be approved (signed) by a list of people.

Rather than maintain these documents in a laboratory specified system (which may not exist) we will extend the DocDB to handle this requirement.

Project managers will inform you which documents this policy applies to. This won't affect how you see or enter most documents into the DocDB.

Requirements

- It must be obvious which versions of a document were approved, which are draft, and which are obsolete

- There must be a signoff system and it must be obvious who has signed off and who has yet to sign off

- When a document is updated, the list must be cleared and the process must begin again

- It must be possible to mark a document as obsolete, perhaps superceded by a non-BTeV "standard"

- It must be possible to freeze a document, making it un-editable by BTeV collaborators

Niceties

The additions I'm planning will not just make this possible, but will help make it tolerable

- There will be a form to build the signoff list
- E-mail will be sent when a document awaits your "signature"
- E-mail reminders will be sent when there are outstanding signatures
  - For things you have to sign and for things you have signed, but are not approved
- Will be ways to find all documents a person has signed, all documents with signatures of any kind
- All documents will have a Note field (like Abstract, Keywords, etc.) which can be used to note what was done during the revision
- In future, signoff "list" can be a tree or other topology

What do you need to do?

This is still in the design stages, so I can't even tell you how it will look yet.

- The DocDB has the ability to separate the lists of who can view and who can modify a document. We will have to begin using this.
  - Backwards compatible, of course
  - Frozen documents will be made modifiable only by management
- In order to sign, you will need to have an "E-mail" account
  - Follow "Set E-mail Notification" from main DocDB page
- Otherwise, you should notice very little difference.

A first version of this should be available late March to early April; you'll get more instructions then.